

## **CITY OF CHANDLER**

### **RETIREMENT RECOGNITION PROGRAM**

#### **I. PURPOSE**

To establish procedures to provide recognition to employees when they retire from City service.

#### **II. POLICY**

The City of Chandler values its employees and recognizes employees retiring from City service. Regular employees retiring from City employment will be recognized in accordance with the guidelines of this program.

#### **III. RESPONSIBILITIES**

- a. It is the responsibility of the supervisor (or designee) to notify the Human Resources Office of the employee's intent to retire.
- b. It is the responsibility of the employee to notify their supervisor at least one month in advance of their intent to retire, and to verify that they have met the qualifications of eligibility for retirement.
- c. It is the responsibility of the Human Resources Office to coordinate the purchase of an appropriate retirement gift and to arrange for a presentation at a City Council meeting.

#### **IV. PROCEDURES**

- a. Upon receipt of the employee's written notification of their intent to retire, the employee's immediate supervisor must notify Human Resources by completing a Personnel Action Request (PAR) form. A copy of the employee's written documentation of their intent to retire should be attached to the PAR.
- b. Upon receipt of the PAR, the Human Resources Office will make arrangements to purchase an appropriate retirement gift. The employee's division will be responsible for the cost of the gift.
- c. Retiring employees will have the option of appearing at a City Council meeting to receive their retirement gift. The Human Resources Office will make arrangements for this presentation. The employee's department will provide Human Resources with appropriate employment information so a citation may be prepared. If the employee declines to attend the City Council presentation, the Human Resources Office will forward the gift for departmental presentation.
- d. Failure of the employee to give at least a one-month notice of intent to retire may cause the City Council presentation to occur after the employee has already retired.

#### **V. APPROVAL**

This policy supercedes Administrative Regulation CC Reg. 10-25.

  
Patrick McDermott, Acting City Manager

5-29-03  
Date